



# **maint\_pmissuppmmodifybudget**



# Table of Contents



This tab is used to modify budget data related to a supplement position record.


- If the position is vacant, the budget values are used to calculate the budget requirements for the position.
- If the position is for a new employee, the budget values are populated to the new employee's payroll records (e.g., job information, pay information).
- If the position is for an existing employee, the budget values are not used.



The screenshot shows the 'Maintenance > PMIS Supplement Modify' interface. At the top, there is a 'Save' button. Below it, search fields for 'Position Number' (containing 'S5E19') and 'Position Description' (containing 'ESL') are visible, along with a 'Retrieve' button. A table displays budget data with columns: Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The table contains six rows of data for 'ESL' positions with various billets (00001-00006) and a frequency of 5. Below the table is a pagination control showing '1 / 1' records. At the bottom, there are tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE', and 'BUDGET' (which is selected). Under the 'BUDGET' tab, there is a 'Vacancy/Budget Information' section with fields for 'Budget Pay Amount' (500.0), 'Equivalent Units' (1.0), 'Unemployment Eligible' (checkbox), 'FICA/Medicare Eligible' (dropdown set to 'M - Subject to medicare'), and 'TRS Status' (dropdown set to '1 - Eligible').

**Modify a record:**

Field	Description
<b>Position Number</b>	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>

Field	Description
<b>Position Description</b>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>

- Click **Retrieve**. The associated billet information is displayed.
- Click  to display the position detail information for the selected position.
- Under **Vacancy/Budget Information**:

<b>Budget Pay Amount</b>	Type the salary for the position.
<b>Equivalent Units</b>	Type the full-time equivalent number used to calculate the number of units. This field is used when a supplement amount is allocated to more than one employee. For example, if two employees with the same position number but different billet numbers share the supplement, type .50 in the field.
<b>Unemployment Eligible</b>	Select if the position is to have unemployment taxes calculated as part of the budgeting process.
<b>FICA/Medicare Eligible</b>	Click  to select the FICA/Medicare eligibility for the position.
<b>TRS Status</b>	Click  to select the TRS eligibility status for the position.

- Click **Save**.



## Back Cover